

Administrative Assistant III
Position is Uncovered*
Arizona Department of Weights and Measures
Grade: 17 Class Code: AUN03019
Salary Range: \$26,070 -- \$44,577

***This position is not covered by the Personnel Rules of the Arizona State Service Merit System.**

The Department of Weights and Measures is looking for an individual who has experience in administrative duties, routine office clerical functions and is skilled in oral and written communication. The ideal candidate for this position will be bilingual (Spanish-speaking). Preferred skills include strong organization skills, general analytical skills and computer database entry experience.

EXAMPLES OF JOB DUTIES:

- Taxi licensing/ MVD insurance verification which may require travel;
- Data entry of pertinent inspection information for purposes of scheduling, licensing and reporting;
- After on-the-job-training, acts as an assistant in Licensing to complete duties as assigned;
- Answers customer inquiries via telephone or in person;
- Handles consumer complaints about retail operations and enters information into automated complaint system;
- Normal clerical duties, such as filing, opening and distributing mail, assisting with billing, etc., comprise the rest of this position's duties.

BENEFITS:

A comprehensive benefits package includes sick leave, vacation, 10 paid holidays per year, health & dental insurance, retirement plan, life and long-term disability.

Optional employee benefits for short-term disability, deferred compensation and supplemental life insurance are available.

HOW TO APPLY:

Submit a resume by one of the following methods:

- **Mailing a resume to:**
Donna Wickersham, Human Resources Manager
Arizona Department of Weights and Measures
4425 West Olive Avenue, Suite 134
Glendale, AZ 85302
- **By fax to:** 602-255-1950
- **By e-mail to:** dwickersham@azdwm.gov

Resumes for this position will be accepted through November 30, 2004. If you speak Spanish, please be sure to indicate that information on your resume.

The Arizona Department of Weights and Measures is an Equal Opportunity/Affirmative Action/Reasonable Accommodation Employer. In compliance with the Americans with Disabilities Act (ADA), the Arizona Department of Weights and Measures will make reasonable accommodation(s) during any and all phases of the selection process for individuals with a disability. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by calling 623-463-9932. Requests should be made as early as feasible to allow sufficient lead-time to arrange the accommodation.